

Elementary Team,

Below is the process for Full Focus Card Referral. **PLEASE focus on the POSITIVE side.** You must also follow your **classroom management plan** (conference with student, phone call home for both positive and infraction, conference with parents). When a student receives 10 POSITIVE please remember to type their name on the excel spreadsheet that Nawal shared with you.

Elementary Focus Card Referral Process

1. 5th Infraction card signing, Teacher must call home and inform parents.
2. 10th Infraction card signing, complete a pink-slip and send to Zenib Ali. Zenib will call parents to inform them and/or set up a meeting for parents to meet with the teacher. Student will also be issued 2 hours Friday School.